



## BID SHEET FOR CLEANING SERVICES

RETURN TO CITY OFFICE BEFORE 5:00 P.M., September 4, 2020.

The City reserves the right to refuse any or all bids.

### CITY HALL - General duties include:

- FLOORS: Vacuum lobby, waiting room and work areas each time. Sweep and mop linoleum/tile areas upstairs and downstairs.
- BATHROOMS: Clean and sanitize all fixtures and mirrors upstairs and downstairs.
- KITCHEN: Clean sink, counters, tables, and refrigerator upstairs and downstairs.
- PANELING: Clean and polish monthly.
- FURNITURE: Dust/polish all tables, chairs, bookcases, doors, etc. upstairs and downstairs.
- WINDOWS: Clean interior and exterior doors weekly; interior windows and pane ledges as needed. Clean office divider windows and interior/exterior drive thru window every other week.

**COMMUNITY CENTER:** Cleaning is done at a time when it is not rented and is done on an every week basis as well as after every event for sanitizing purposes. Primary duties include: Sanitize all bathroom fixtures, clean mirrors, vacuum carpet and spot clean as needed, mop linoleum areas, sanitize all tables and chairs, clean kitchen sink, appliances, countertops, microwave, and refrigerator. A check list of duties is provided at the building for guidance.

Please bid per week or month, not hourly.

\$ \_\_\_\_\_ Bid to clean City Hall and Community Center weekly as well as after each event.

\$ \_\_\_\_\_ Bid to clean City Hall 4-5 times a month, Community Center 4-5 times per month as well as after each event.

Signed: \_\_\_\_\_ Phone# \_\_\_\_\_

**PLEASE SEAL YOUR BID IN AN ENVELOPE MARKED "CLEANING BID".**